



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

SENIOR ACCOUNTING OFFICER, SPECIALIST

\$4,400 - \$5,508

ACCOUNTING SERVICES BUREAU SACRAMENTO

Are you seeking a challenging and rewarding accounting position? The Accounting Services Bureau (ASB) is seeking a motivated individual to share their accounting knowledge, experience, and strong communication skills with the Accounts Receivable team. The ASB strongly encourages professional development and growth and is dedicated to fostering a positive working environment.

RESPONSIBILITIES:

Under the general direction of the Accounting Administrator I (Supervisor), the Senior Accounting Officer, Specialist independently performs the more difficult and complex professional accounting duties. Duties include:

- Coordinates, develops, analyzes, and maintains the financial data.
- Develops and prepares monthly reconciliations of accounts receivable records using CALSTARS and Oracle general ledger account information.
- Identifies, analyzes, explains reconciling items in detail, and makes necessary correction to reconciling items.
- Analyzes and verifies the accuracy of CALSTARS and Oracle Financial reports.
- Reviews outstanding accounts receivable records and ledgers.
- Responsible for administering departmental collection procedures on aged outstanding accounts receivables. This involves preparing dunning letters, submitting uncollectible accounts to contracted collection agencies, and referring companies to the Legal Branch for review.
- Assists in the preparation of the year-end financial statements.

DESIRABLE QUALIFICATIONS:

- Direct knowledge and experience with State accounting principles, methods, and procedures.
- Knowledge of accounting principles and procedures, governmental accounting and budgeting, and CALSTARS.
- Knowledge and experience working with Oracle Accounts Receivable Module.
- Excellent communication and analytical skills.
- Ability to speak and write effectively.
- Ability to make sound decisions and recommendations.
- Ability to work effectively under stressful situations.
- Ability to manage multiple tasks concurrently and efficiently.
- Ability to work independently as well as part of a team.
- Maintain good attendance.

12/20/13 tb

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF
RACE, COLOR, CREED, NATIONAL ORIGIN
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION,
AGE OR SEXUAL ORIENTATION.



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WHO MAY APPLY: Applications will be accepted from current State employees at the Senior Accounting Officer, Specialist level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.***

APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#) to Tina Brown, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "Senior Accounting Officer, Specialist #413-192-4567-006" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call (916) 492-3351 or email brownt.@insurance.ca.gov.

FINAL FILING DATE: December 30, 2013 by 5 p.m., Close of Business

NOTE: This position has been previously advertised. If you have already applied for this position, it is not necessary to resubmit your application package.

Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CALHR for review and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate state application (STD 678) is required for each recruitment for which you would like to be considered.

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